

SBDM Required Policy & Best Practice Checklist Report for Elementary Schools

Purpose: Policy and decision making authority is granted by KRS 160.345 (and other listed statutes) to schools for the purpose of creating an environment in each school that will enhance student achievement. School council members may use this checklist to review and revise their policies and determine whether they have met all statutory requirements.

Acronyms Used in this Document: RP-Required Policy for A-1 Schools per KRS 160.345
RD-Required Decision for A-1 Schools by councils per KRS 160.345
(Reflected in a Policy or By-law for A-1 Schools)
RBL-Required By-Law for A-1 Schools by KRS 160.345
BPP-"Best Practice Policy" for A-1 Schools

Please note these policies are the minimum only. Examples of policy language and sample by-laws are available for download from the KDE SBDM web page.

Statutes and Regulations Impacting School-Based Decision Making:

KRS 160.345 School-Based Decision Making <http://www.lrc.state.ky.us/KRS/160-00/345.PDF>

KRS 160.347 Removal of Council Members <http://www.lrc.state.ky.us/KRS/160-00/347.PDF>

KRS 157.360 Maximum Class Size <http://www.lrc.state.ky.us/KRS/157-00/360.PDF>

KRS 158.031 Ungraded Primary Program <http://www.lrc.state.ky.us/KRS/158-00/031.PDF>

KRS 158.060 Non Teaching Time for Teachers <http://www.lrc.state.ky.us/KRS/158-00/060.PDF>

KRS 158.102 Employment of Librarian <http://www.lrc.ky.gov/KRS/158-00/102.PDF>

KRS 158.150 School Discipline <http://www.lrc.state.ky.us/KRS/158-00/150.PDF>

KRS 158.181 Legislative Findings on Religious Liberty for Students <http://www.lrc.state.ky.us/krs/158%2D00/181.pdf>

KRS 158.649 Achievement Gaps <http://www.lrc.ky.gov/KRS/158-00/649.PDF>

702 KAR 3:246 School Council Allocation Formula <http://www.lrc.state.ky.us/kar/702/003/246.htm>

704 KAR 3:304 Required Program of Studies <http://www.kde.state.ky.us/oapd/curric/Publications/ProgramofStudies/>

704 KAR 3:440 Primary School Program Guidelines <http://www.lrc.state.ky.us/kar/704/003/440.htm>

703 KAR 4:040 Verifying Successful Completion of Primary <http://www.lrc.state.ky.us/KAR/703/004/040.htm>

703 KAR 5:010 Writing Portfolio Procedures <http://www.lrc.state.ky.us/kar/703/005/010.htm>

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SECTION	SUB-SECTION	STATUS	Text: References Statute or Regulation	Present and Updated	Needs Revision	Need policy or decision
KRS 158.031 (4)		RD	Primary Program. (Determine the organization of its ungraded primary program including the extent to which multiage groups are necessary to implement the critical attributes based on the critical attributes and meeting individual student needs.)			
KRS 160.345 (2)	(c) 2	RP	To establish committees or not			
			If established must address:			
		RP	Facilitation of the participation of interested persons (e.g., How “Positive Parent Involvement” and “Professional Teamwork” will be encouraged during committee meetings, at times and places parents and teachers can attend, including but not limited to child care for parents and teachers with very young children, transportation if needed, etc.)			
		RP	Number of committees needed			
		RP	Committee jurisdiction (task, timelines)			
		RP	Composition			
		RP	Membership process (e.g., How “Positive Parent Involvement” and “Professional Teamwork” will be encouraged on school committees.)			
	(h)	RP	Define consultation on hiring , including but not limited to:			
		RP	Meetings			
		RP	Timelines			
		RP	Interviews			
		RP	Review written applications			

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		RP	Review references			
SECTION	SUB-SECTION	STATUS	Text: References Statute or Regulation	Present and Updated	Needs Revision	Need policy or decision
KRS 160.345 (2)	(i) 1	RP RD RD	Determination of curriculum, including needs assessment and curriculum development; (e.g., 703 KAR 5:010/ 704 KAR 3:440; Developmentally appropriate practices for students, including but not limited to integrated curriculum, learning centers, process writing, discovery learning, writing across the curriculum, thematic units and special projects.) (e.g., How authentic assessment and qualitative reporting will be done for students.)			
	(i) 2	RP	Assignment of all instructional and non-instructional staff time; (e.g., Assignment of all instructional aides and teachers, including Title 1 and Special Education teachers, and those who teach Art, Music, PE, etc.)			
	(i) 3	RP	Assignment of students to classes and programs within the school; (e.g., How students will be assigned to teachers or families within the school, and/or how parents will have input into which classroom or family their child is in, and how special needs students will be included.)			
	(i) 4	RP RD	Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board; (e.g., 704 KAR 3:440; Configuration of flexible grouping for academics, including but not limited to multi-age and multi-ability groupings for students, cooperative learning, discovery learning, and themes and projects that allow continuous progress through the school for each child.)			
	(i) 5	RP	Determination of use of school space during the school day; (e.g., Including the location of classrooms and families, music, PE, Arts, and other special classes.)			

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KRS 160.345 (2)	(i) 6	RP RP	Planning and resolution of issues regarding instructional practices; (e.g., 704 KAR 3:440/ KRS 158.030; Implementation of school wide instructional models that require teachers to use specific methods should be included in the policy.)			
	(i) 7	RP RD	Selection and implementation of discipline and classroom management techniques as a part of a school safety plan, including responsibilities of the student, parent, teacher, counselor, and principal; (e.g., How teachers and administrators will meet the social and emotional developmental needs of students, using suspension or expulsion options only per local board policy. Any school wide behavior management program that requires every staff member to participate should be included in the policy - such as CHAMPS, K-CID, Second Steps, Project Bravo, etc...)			
	(i) 8	RP	Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, and attendance requirements, program evaluation, and supervision; (Must be within the district code of conduct)			
	(i) 9	RP RD	Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal. (e.g., 704 KAR 3:440/ KRS 158.030; Procedures for assuring that instructional technology that are correlated with the curriculum is implemented throughout the school and improvement measures are in place.)			
SECTION	SUB-	STATUS	Text: References Statute or Regulation	Present	Needs	Need

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	SECTION			and Updated	Revision	policy or decision
KRS 160.345 (2)	(j)	PD	Each school council shall review their disaggregated CATS data each year. (e.g., The KDE will provide them with an equity analysis that will assist them in identifying any gaps between subgroups of students in their school. After the required review, the school council shall include parents, faculty and staff from the school in developing and adopting a school improvement plan that will establish specific targets for closing all achievement gaps identified in the school. The school improvement plan shall ensure that every student makes progress every year toward proficiency by 2014.)			
	(d)	RD	Meeting frequency & agenda (e.g., council & committees - meeting times should facilitate participation for all stakeholders)			
	(e)	RD RD	Open meetings (KRS 61.810) (e.g., How “Positive Parent Involvement” and “Professional Teamwork” will be encouraged during school council meetings.)			
		RD	Regular meeting schedule (time, place & how advertised)			
		RD	Special called meetings			
		RD	Closed session			
	(f)	RD	Number of personnel in each job classification (process for determination)			
	(g)	RD	Determining:			
		RD	Textbooks			
		RD	Instructional materials			
	(g)	RD	Student support services needed for students including, but not limited to, health or medical services, family services, counseling services, and how the services will be provided, as described in the activities in the CSIP.			
	(h)	RD	Filling vacancies			
		RD	Hiring principal (new)			
	(i) (10)	RP	Consultation for hiring teachers			
	(i) (10)	RP	Consultation for hiring instructional assistants			
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				Updated		decision
KRS 160.345 (4)		RD	Any other authority granted by the local board of education and permitted by law.			
KRS 160.345 (6)		RD	Mandated training for school council members (when, where, how, who)			
			New members – 6 hours			
			Experienced members (served at least one full year) – 3 hours			
KRS 160.345 (2)	(a)	RBL	Membership of the council – composition – principal as chairperson			
	(b) 1	RBL	Length of council terms			
	(b) 2	RBL	Election of minority parent/teacher representatives conducted by principal			
	(c) 1	RP	Learning environment: School council sets school policy consistent with district board policy to provide an environment to enhance students' achievement and to help schools meet goals of KRS 158.645 & 158.6451. There is safe harbor for schools desiring to avoid litigation and to allow the free speech and religious liberty rights of students to the extent permissible under the establishment clause in KRS 158.181.			
KRS 160.345 (3)		RP	The local board should have policies in the following areas to guide the council (these are areas of local board authority):			
	(a)	RP	School budget and administration			
	(b)	RP	School report cards and progress report formats to be used by the teachers in each school			
	(c)	RP	School improvement plans , as well as the school safety plan and requests for funding from the Center for School Safety under Section KRS 158.446; (School and district improvement plan formats are determined board guidelines and policy. KRS 160.345 (3). Non-teaching time provided by the local board of education for teachers to plan together for instructional improvement as per KRS 158.060.)			
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KRS	(d)	RP	Professional development plans developed pursuant to KRS 156.095			

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160.345 (3)			(KRS 158.060; Should be aligned with professional development needed for staff members to implement the activities in the school improvement plan, including programs requiring the participation of every teacher. May include a list of desired professional development opportunities for new teachers, instructional assistants, and other staff in the school. Board has authority over 1 day; school council determines the use of the other 3.)			
	(h)	RP	Requirements for record keeping by the school council			
	(i)	RP	A process for appealing a decision made by a school council.			
KRS 160.345 (8)		RP	Planning professional development (PD) in cooperation with the district's coordinator and other school councils. (KRS 158.060; Policy to establish the committee that will meet and plan with other councils to implement the PD activities in the district improvement plan, such as district-wide discipline code, district-wide student assessment systems, district-wide technology systems, etc.)			
KRS 160.345 (11)		RP	Each school council or a school containing grades K-5 or any combination thereof shall develop and implement a wellness policy. Includes moderate to vigorous physical activity each day and encourages healthy choices among students. May permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. Each school council shall adopt an assessment tool to determine each child's level of physical activity on an annual basis.			